



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15716
APO AP 96271-5716

REPLY TO
ATTENTION OF:

15 APR 2005

IMKO-AC-PW-H

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Area III Support Activity Policy Memorandum #1, Community Homefinding, Relocation, and Referral Services (CHRRS)

1. This memorandum supersedes USA Area III Support Activity Policy Memorandum #1, SAB, dated 30 June 1999.
2. References:
 - a. AR 210-50, Installations Housing Management, 26 Feb 99.
 - b. KORO Housing Operations Supplement to AR 210-50, 2 Dec 02
 - c. USFK Reg 210-1, Overseas Housing Allowance, 5 Jun 92.
 - d. USFK Reg 210-51, USFK Housing Referral Service Program, 30 Dec 1991
3. Purpose: To establish policy and procedures for community homefinding, relocation and referral services which establish minimum requirements for health, safety, and security of off-post housing.
4. General: The CHRRS branch of the housing division will provide housing referral services to active duty and U.S. DOD employees (APF and NAF) for quality off-post housing and related services. Contractors are not authorized housing referral services unless it is specifically stated in their contracts.
 - a. CHRRS will offer the following housing referral services:
 - (1) Maintain an open-referral system that ensures customers receive current information on nondiscriminatory rental properties.

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(2) Assist in negotiating and preparing rental contracts and resolving tenant/landlord disputes.

(3) Brief and prepare paperwork for Overseas Housing Allowance (OHA)/Move-in Housing Allowance (MIHA)/Automatic Rent Collection (ARC).

(4) Liaison with tenant, landlord, real estate agency, community and governmental officials.

(5) Provide interpretation services in dealing with landlords and utility companies.

(6) Perform safety inspections on rental property.

(7) Provide lease agreements in English and Hangul.

(8) Provide housing relocation information services to incoming and outgoing personnel.

b. The CHRRS branch will brief personnel on the following:

- (1) Restrictive sanction lists
- (2) Communities within Area III
- (3) Criteria for suitability of housing.
- (4) Landlord and tenant responsibilities
- (5) Types of dwelling units available
- (6) Security issues
- (7) Parking Issues
- (8) Furnishings authorization

c. Categories of Economy Housing Applicants.

- (1) Command Sponsored

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(2) Joint Domicile

(3) Unaccompanied members in the grade of E7 or above who are eligible to receive BAH at the without dependent rate.

(4) Government quarters are not available.

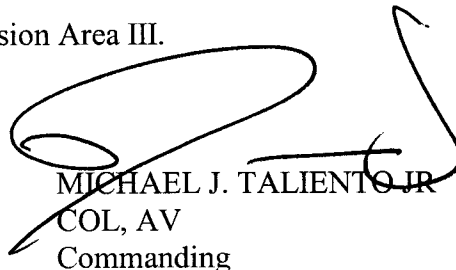
(5) U.S. Government civilian personnel

(6) Personal convenience

5. Fair Market Value. The housing division will ensure that all contracts reflect fair market value (not a customer's ability to pay); that contracts contain military clauses; and that the overall structure of the contract is favorable to U.S. personnel. Fair market value is defined as the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would be rented by a knowledgeable lessor willing but not obligated to rent to a knowledgeable leasee who desires but is not obligated to rent. The housing division will not approve rental contracts that do not reflect fair market value. The housing division will review property ownership documents, property value publications, and comparable properties when determining fair market value. The housing division will also receive the landlord's certificate of his/her residence and the landlord's official seal documentation.

6. Restrictive Sanctions. The housing division, through the Area III commander, will impose restrictive sanctions on landlords and real estate agencies that engage in unscrupulous or unfair business practices, and to those who charge or attempt to charge excessive rent to U.S. personnel. When imposing restrictive sanctions, such as placing apartments off limits for health and safety reasons, the housing division will follow procedures as outlined by the Armed Forces Disciplinary Control Board. The housing division will prominently display restrictive sanction lists.

7. POC for this policy is the Chief, Housing Division Area III.



MICHAEL J. TALIENTO JR.
COL, AV
Commanding